

**June 10, 2014**

**The Board of Commissioners held its annual meeting on Tuesday, June 10, 2014, in the Forand Manor Conference Room – at 4:00pm for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Resident/Community Concerns, Questions, Comments**
- 4. Executive Summary**
  - Grant Funding Update**
  - Pest Control**
  - Modernization and Funding Obligation Updates – CFP**
  - Upcoming Conferences - NAHRO/NERC/PHADA**
  - Facilities Management Update**
- 5. Section 8 HUD Audit**
- 6. NAHRO Awards of Merit, Excellence**
- 7. Bid Review and Possible Approval**
  - Vehicle Purchase**
- 8. Adjournment**

**The meeting was called to order at 4:00pm by Chairperson Flynn.**

**Upon a Roll Call, those “Present” and “Absent” were as follows:**

**Present**

**Absent**

**Lucia DeGamma, Therriault, Commissioner**

**Cornelius Flynn, Chairperson**

**Gladys Burns, Commissioner**

**Paul Charette, Vice Chairman**

**Jackeline Parra, Commissioner**

**Others in attendance**

**Tina Sullivan, Executive Director**

**Paula Llera-Delgado, Executive Administrative Assistant**

**Bill Aunchman, Maintenance Manager**

**Public Comment or Concern: None at this time**

**Executive Summary**

**Executive Director Sullivan explained a few updates, as well as provided information regarding: Grant Funding, Pest Control,**

**Modernization, and updates of upcoming conferences.**

**Executive Director explained that there were no prior minutes for approval this month, and would be added to the next month's meeting agenda.**

**Public Housing update: all pest issues are under control, the company continues to treat both sites on a weekly basis per there contract. Executive Director Sullivan explained to the board that she is working on updating the policy and procedures for work orders on how they are tracked, completed, and closed.**

**Executive Director, Sullivan stated that the Section 8 Department is depleting the section 8 waitlist which consists of 104 applicants in order to be prepared to open up the waitlist again in September.**

**Resident Service Coordinator has moved offices, in order to open up a computer lab for all residents, and FSS Participants. Executive Director Sullivan explained that the Authority has received 6 lap tops from YWCA, and Internet access for free from Cox cable, once the lab is complete there will be a ribbon cutting ceremony to celebrate.**

**Kitchen Faucets at both buildings will be replaced in all apartments. The installation of tub surrounds in all units and showers to handicap units at Wilfrid. Kitchen upgrades including cabinets/countertops for all units in the Annex.**

**Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Commissioner Burns to accept the Executive Summary, seconded by Commissioner Parra and passed by all present.**

**Section 8 HUD Audit: Executive Director explained that the submission for SEMAP was completed via the internet June 9,2014, and is expecting to remain a high performer from HUD.**

#### **NAHRO Awards of Merit, Excellence**

**Executive Director Sullivan was pleased to announce that CF Housing Authority received 6 Awards total from NERC & NAHRO, which included Awards of Merit, and Awards of Excellence for 2014.**

#### **Bid Review and Possible Approval**

**Executive Director Sullivan explained to the board the most feasible option to purchase a new vehicle for the Authority. A proposal was put together to purchase a new 2014 Toyota RAV 4 XLE with a sticker price of \$25,000. The CFHA will trade in the 2003 Chevy Blazer, and 2003 Chevy Cavalier which total \$3,150.00 of a trade in value, which is a net dollar amount of \$21,850.00 to purchase the new vehicle. This transaction will eliminate the Section 8 Vehicle and begin a mileage**

**reimbursement program for the Section 8 Inspector. This transaction will be an immediate cost savings to the Authority, even adding weekly hours to the Housing Inspector.**

**After much discussion Chairperson Flynn asked if there were any questions or concerns regarding the approval of the bid review, and the increasing of the Housing Inspectors hours weekly. There being no questions a motion was made by Commissioner Parra to approve the purchase of the new vehicle, trading in the two cars, while increasing the Housing Inspectors hours from 30 to 35 hours a week at a savings to the Housing Authority. The motion was seconded by Vice Chairman Charette and passed by all present.**

**Chairman Flynn asked if there were any further questions from the board. There being no further questions or concerns to come before the board, a motion was made by Commissioner Burns and seconded by Vice Chairman Charette, to adjourn the meeting at 4:35 pm. The motion was carried by all.**